

DRAFT -- 4/22/59

Highlights
of
The Government Employees Training Act
and the
Civil Service Commission Regulations

Congressional Policy

The Act opens with a clear declaration of Congressional policy that "it is necessary and desirable...that self-education, self-improvement and self-training by...employees be supplemented and extended by Government-sponsored programs...for the training of...employees..."

Importance of the Act

It strengthens your in-service training programs by removing all doubt about the legality and the desirability of in-service training. It directs agencies to establish intra-agency, interagency, and out-service training programs to the extent required to meet needs.

Coverage

The authorities granted by this Act apply to most departments and agencies in the Executive Branch; to the General Accounting Office; the Library of Congress; the Government Printing Office; and the District of Columbia Government. They are not granted to TVA; the Foreign Service; members of the uniformed forces (except the Coast and Geodetic Survey); the President and Vice-President; officers of certain corporations supervised by the Farm Credit Administration; or Presidential appointees unless these appointees are specifically designated by him for training.

What Act Permits

Subject to the provisions of the Act and Civil Service Regulations:

1. You may send employees to non-Federal facilities for needed training which is not reasonably available in Federal facilities.
 - a. You may pay all or any part of the expenses of such training.
 - b. This may be done by paying the training facility or by reimbursing the employee.
 - c. Competitive bids may be used when desirable, but are not required.

2. You may send your employees to other Federal facilities for training if they have space available or accept employees of other agencies in your programs. This training service may be provided on either a reimbursable or non-reimbursable basis.

3. You may send employees to meetings concerned with agency statutory functions, supervision or management.

4. You may permit employees to accept payment from certain non-profit organizations for expenses connected with meetings which they attend or address.

5. You may permit your employees to accept training awards and contributions from non-Federal sources.

CSC Regulations, Chapter T-1
Federal Personnel Manual

The Civil Service Commission training regulations have been written to

- . Preserve to the agencies their fundamental responsibility for determining training needs, determining how much training shall be given, when, by whom, to whom, and how effective it is. The regulations provide broad standards and guides on these matters.

- . Require as little red tape as possible.

- . Limit the authority of the agency head to delegate only where it is clearly sound to do so either administratively or in light of Congressional policy.

The following paragraphs present significant highlights of the Civil Service Commission regulations which are considered to be of particular interest.

Restrictions on Delegation of Authority

Overseas training for stateside employees must be authorized by agency headquarters. Waivers of recovery for training expenses when employees fail to fulfill obligated service requirements following out-service training, and authorization for out-service training of more than forty hours must be held to a level where decisions made will reflect the viewpoints of the agency head. Acceptance of contributions and awards from outside sources must be approved by the agency head or his specially designated representative.

The one per cent limitation on out-service training, the restriction on out-service training during the first year of employment, and the limitation of one year of out-service training in ten years of civilian service

are waived in three instances. These are: (1) training for periods of short durations (40 hours or less); (2) correspondence training; and (3) training conducted by manufacturers incident to initial procurement. Also, the restriction on out-service training during the first year of employment and the one year of out-service training in any ten-year period of civilian service is waived for certain student-employees being trained in work-study programs.

Heads of Agencies Authorized to Grant Waivers

The regulations have given agency heads authority to waive restrictions on out-service training during the first year of employment in three situations. These are: (1) training essential to protection of life and property, intelligence, or law enforcement activities; (2) training for employees who are in positions for which higher minimum rates of pay are currently established under the provisions of section 803 of the Classification Act of 1949 (at present, the largest group covered by this exception is scientists and engineers); and (3) situations where employees can participate in training at little or no added cost which is being conducted for others.

Exceptions to Obligated Service Requirements

The regulations authorize specific exceptions to the requirement in the Act that employees serve a period of obligated service after completing training at non-Federal facilities. These are: (1) training which involves no costs other than salary, (2) training conducted by manufacturers incident to initial procurement; (3) short training periods (40 hours or less); (4) correspondence training; and (5) training on employees own time when the agency pays some expenses but not salary. (The period of obligated service for the last listed exception is 1 for 1 instead of 3 for 1.)

Exceptions to Premium-Pay Restrictions

The regulations permit certain exceptions to the restrictions on payment of premium pay to employees in training. The most important exception is that which allows payment of night differential to employees being trained during a period of duty for which they are already receiving such pay.